

Orange Community Christian School



A Passion for Christ, A Passion for Education

Senior Handbook

www.ccsorange.org

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This will be a great year! God has walked you to this point and He will walk you through it!

*****Please note*****

- 1. Should a situation arise where there is no cooperation between the home and school, the administration has the option to dismiss the student.**
- 2. Situations may occur that are not covered in the handbook. The administration will handle these at their discretion. This handbook is subject to necessary changes during the school year.**

Administrative Team

Head of School – Macey Jackson
Athletic Director – Jonathan Houchin
Preschool Director – Taryn Vidali
Administrative Assistant – Kara Dewberry
Administrative Assistant – Denise Sylestine

Board Representatives

Debbie Britnell
Steve Menard
Tina Smith
Darrin Williams

Vision Statement

The vision of Community Christian School is to assist parents in providing a Christ-centered education for their children, including a Biblical worldview and academic excellence in order to prepare them for a life of service.

Core Values

The core values of Community Christian School are as follows:

- The Bible is taught as the inerrant Word of God and has the power to change lives.
- The leadership, faculty, and staff of Community Christian School must be born again Christians.
- Every aspect of education at Community Christian School is based on the truth as revealed in God's Word.
- Community Christian School strives to provide learning experiences that will engage students to their full potential in Christ.
- The organizational principles and practices of Community Christian School are Biblical.

Community Christian School partners with parents to establish life goals based on sound Biblical principles and lead their children toward a disciplined life in Christ.

Philosophy Statement

The philosophy of education at Community Christian School is based on the truth as revealed in God's Word (John 17:7). The world is viewed as created by God (Gen. 1:1) and sustained by Him for the purpose of glorifying Him. Jesus Christ, the Son of God, is the "radiance of God's glory and the exact representation of His being" (John 14:9). Through Him the world was created and is sustained (Col. 1:17). Christ is the mediator between the perfect God and sinful man (II Tim. 2:5). The Holy Spirit regenerates, indwells, baptizes, seals, teaches, and guides the believer into all truth (Eph. 1:13; John 16:8-13).

Though created in God's image (Gen. 1:26-27), man has sinned and therefore has fallen completely away from God (Rom. 3:23). Because of this, man cannot comprehend or discern truth on his own, nor give glory to God in his natural state (1 Cor. 2:14). It is only through a personal trust in the saving work of Jesus Christ that man is given a new nature in which to glorify God and perceive truth. It is through this new nature that the Spirit of God works (II Cor. 5:17).

The educational model incorporates a three-fold approach in providing a context in which the Spirit of God works in the lives of believers. First, the knowledge about God as revealed in Scripture is the foundation for teaching our students to recognize a distinguished truth (John 1:1). Acknowledgement of God's principles undergirds every discipline taught (Isa. 28:10). Second, students are encouraged to integrate these principles in their minds and behavior (Pro. 23:7; Eph. 5:8). Third, as students experience transformation in their lives, their nature becomes more like that of Jesus Christ, and their knowledge should result in an internal motivation to serve and thus glorify God (Gal. 2:20).

The educational process is seen as a tool used by the Holy Spirit to bring the student into a right relationship with God, produce God's wisdom in him, and equip him to fulfill God's purpose for his life (Eph. 1:17-18). As the student participates in this process, he should begin to expand his understanding of his own abilities, skills, and character qualities. The student should see himself as an integral and important part of his family, school, church, and society. The establishing of life goals and careers should be an outgrowth of sound Bible training (I Cor. 12:12-27). This process should involve parents and teachers who are demonstrations of the power of Christ to transform lives (I Cor. 11:1; Phil. 3:17).

The authority for this educational process comes from the first commandment which instructs man to love the Lord with his total being, and from God's instruction for parents to teach their children His ways (Deut. 6:4-9; Luke 10:27). By delegated parental authority, Community Christian School is a partner in training and educating children (Ps. 78:4-7).

Community Christian School Statement of Faith

1. **We believe** the Bible to be the inspired, only infallible, authoritative, inerrant Word of God (2 Timothy 3:16; 2 Peter 1:21).
2. **We believe** there is one God, eternally existent in three persons, the Father, the Son and the Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
3. **We believe** in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14 Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. **We believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith are we saved (John 3:16-21, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).

5. **We believe** in the resurrection of both the saved and the lost; those that are saved unto the resurrection of life, and those that are lost unto the resurrection of damnation (John 5:28-29).
6. **We believe** in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-12; Galatians 3:26-28).
7. **We believe** in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; I Corinthians 3:16; 16:19-20; Ephesians 4:30; 5:18).

Mission of Community Christian School

The mission of Community Christian School is to equip students to walk in truth, embrace excellence, and impact the world for Christ.

Note to Seniors and Parents

You have arrived! You are now a senior or parent of a Community Christian School senior! This year will be different from all other school years. It's an exciting year, while at the same challenging.

Immediately you will notice (or may have already noticed) a condition common to all senior classes – senioritis. This term is used of most seniors in the spring of their senior year. However, many classes arrive the first day of the senior year with obvious symptoms. These symptoms include statements such as, “I’m so tired,” “I’m so ready to graduate,” “Other senior classes didn’t have to do this much work,” “Why isn’t my rank and GPA higher?” “How many times can I take the SAT this year?” “I don’t have time to do my homework; I have to work,” “We have a test today??” In addition, physical symptoms may include (but are not limited to) lethargic behavior, sleepiness, a glazed look in the eyes, lack of appetite or overeating, indecision and/or apprehension about the future, etc. On a serious note, the senior year can be stressful for students, parents, and teachers. However, we will work together to alleviate the above behaviors. Please stay in touch with the school; together we can reduce the effects of “senioritis.”

Policies and Procedures

COLLEGE VISITATION

- Seniors will be allowed two (2) days for college visitation per year (these are considered excused absences) with **PRIOR** approval. Any “college” absences after the allotted two (2) days will be considered unexcused absences.
- College visitation days are considered a personal day.
- College visitation absences will be counted as “excused” only when written parental consent is given to the office **PRIOR** to the visit and all coursework is made up. All coursework must be completed and turned in upon student’s return to school.
- Student must bring verification from the college visited.

CONDUCT

Philosophy

Students at Community Christian School are expected to conduct themselves on and off campus according to high standards of Christian conduct. This includes, but is not limited to, Christian standards of love, morality, and honesty. Obvious immoral behavior such as profanity, disrespect (either for those in authority or other students), cheating, stealing, fighting, etc. are grounds for dismissal from school.

The prevailing attitude of all students and parents concerning Community Christian School should be that attendance is a privilege. Learning demands the cooperation of the learner. Therefore, it is important that each student’s conduct reflects a positive attitude toward both the school and its policies.

The following are guidelines (although not all-inclusive) regarding student conduct, which aid in the attainment of this goal. Students are required to:

- submit to all policies and procedures of Community Christian School
- obey all those in authority willingly and courteously. (Submission to human authority is the prelude to submission to God’s authority)
- refrain from defacing or damaging any property belonging to Community Christian School
- keep facilities neat and clean
- respect others and their property at all times
- refrain from all cheating, lying, stealing, gossiping, or backbiting, etc.
- display good sportsmanship at all times
- take responsibility in doing assigned work
- refrain from public shows of affection or any conduct perceived as sensual or immoral
- leave items such as (but not confined to) radios, tape recorders, pagers, mp3 players, iPods, etc. at home (see code regarding Electronic Devices)

Classroom Conduct (students are expected to)

- refrain from chewing gum in the building or in school vehicles
- be on time for class and seated when the bell rings to begin bell work
- be responsible for having all materials (paper, books, pen/pencils, etc.) for class
- respect the teacher as the authority in the classroom at all times even when not in agreement with the teacher’s policy or procedures
- be in the classroom during the class period unless given written permission (hall pass) from the teacher; students must sign out on list in classrooms to document time and intentions
- refrain from talking (or any other disruptive activities) without the permission of the teacher

Off Campus Conduct

Students of CCS are representatives of the school, their parents, and the Lord at all times. Therefore, there are certain guidelines that go beyond the school setting. The following constitutes serious breaches of discipline and make the student subject to disciplinary review and possible action, including expulsion, even if the event occurred away from school:

- involvement with the occult
- involvement in a felony
- possession or use of illegal drugs
- sexual immorality
- consumption or distribution of alcoholic beverages
- smoking or possession of cigarettes
- stealing or shop-lifting
- vandalism
- malicious prank against a school representative (e.g. teacher, coach, administrator)
- possession of a weapon (pocket knives are considered weapons)
- shameful behavior
- inappropriate dress at school functions

Code of Honor

1. **Perspective:** All students are challenged to focus on an eternal perspective. It is through this eternal perspective that one submits his or her attitude, rights and self to God and those in authority.

Key Concepts:

- We have an eternal mindset vs. a temporary, earthly mindset at all times.
- We possess a constant attitude of gratefulness.
- We are focused on being “others-centered,” selfless and servants.
- We recognize that our eternal purpose is more important than our personal agenda.

2. **Purpose:** Every member of CCS is challenged to understand and commit to the school’s Mission Statement. The core components of the Mission Statement are continually practiced. In pursuit of excellence in education, the mission of Community Christian School is:

- ❖ To produce students with a Biblical world and life view while developing the whole student in an environment of love, care, and acceptance.

Key Concepts:

- We recognize that our partnership with parents (family) is vital.
- We understand that embracing biblical Truth is much more than “knowledge.”
- We know that striving for academic excellence requires honesty and integrity and rigor.
- We understand that modeling Christ-like Servant Leadership is about being “others-centered,” and serving as His leader to influence others.
- We understand that our lifestyle off campus should reflect these goals.

3. **People:** All people deserve to be treated with respect and dignity. Everyone has value and our focus should be on serving others. This begins by respecting them and accepting them unconditionally.

Key Concepts:

- We treat all people with respect and dignity (teachers, custodians, visitors, classmates, other schools and local businesses).
- We are inclusive rather than exclusive.

- We recognize that simple actions such as a smile, friendly greeting, hand-shake and eye contact demonstrate respect, care and are “others-centered.”
4. **Programs:** Active participation in the life and culture of the school’s programs is encouraged. Participation is a privilege and an honor. Supporting other participants models our “others-centered” principle, and submitting to authority reflects our eternal perspective.

Key Concepts:

- We know that our out-of-classroom experiences during school hours, such as Chapel, service project days and mission trips are a major part of our curriculum and that understanding and supporting their purpose is demonstrated by respect.
 - We always respect that God made some to love the arts, some to love athletics and some to love academics, or a combination of all. Supporting one another creates unity and friendship. It makes our school more complete when all of these programs succeed.
5. **Property:** The environment, and in particular, the school’s facilities and equipment are to be maintained with the utmost care and respect. This stewardship principle carries over into all areas of one’s life.

Key Concepts:

- We recognize that keeping our classrooms and lockers orderly is a reflection of our gratefulness and respect.
- We never leave a space on campus until it is clean.
- We stop to pick up trash whenever we see it.
- CCS property is treated with respect, and we do not do anything that could potentially leave damage to its grounds, facilities or contents therein.

DRESS CODE FOR SENIOR ACTIVITIES

Philosophy

Our commitment at Community Christian School is to do all things in a way that is pleasing to the Lord and that will bring honor and glory to Him. Accordingly, what we wear should direct subtle attention to the inner person, not the physical body. The essence of our dress code is expressed in I Peter 3:3-4, which states our attractiveness should not be based on what we wear, but on our hidden inner self, “the unfailing beauty of a gentle and quiet spirit.”

Policy

Senior Honor Chapel, Awards, Chamber of Commerce Honors Luncheon

Seniors should dress in their church best.

Girls: No low cut, spaghetti straps, strapless, halter, or off the shoulder tops or dresses. No short skirts/dresses (cannot be shorter than 2” above the knees while sitting). Note: You will be sitting on stage in front of everyone, so a longer skirt/dress would be best.

Boys: Dress slacks (no blue jeans), dress shirts and shoes. Must be clean shaven.

Note: The Chamber of Commerce Honors Luncheon is designated for honor graduates.

Graduation

Girls: No low cut, spaghetti straps, strapless, halter, or off the shoulder tops or dresses. No short skirts/dresses (cannot be shorter than 2” above the knees while sitting). Note: You will be sitting on stage in front of everyone, so a longer skirt/dress would be best.

Boys: Dress slacks (no blue jeans), dress shirts and shoes, and **a dark colored tie (regular tie, no bow tie)**. Must be clean shaven.

Students who do not adhere to the dress code above will be required to go home and change.

FUNDRAISERS FOR SENIOR YEAR

- All fundraisers will be determined by administration and placed on the fundraising calendar.
- All funds raised must be turned into JH/HS Administrative Assistant.
- Raffles are not permitted.
- Sales tax will be assessed for all necessary fundraisers.
- A goal will be set by administration before fundraising begins.
- Administration will give explanation of procedures for fundraisers to the Senior Parent Chairperson(s) who will then be in charge of requesting rooms for use, set-up, and details specific to the fundraiser.
- The Senior Parent Chairperson(s) will be responsible for attending the Yearly Fundraiser Meeting. This meeting is scheduled by administration and is mandatory for all sponsors of groups having fundraisers. Fundraisers will be put on the school calendar at this meeting. Any fundraisers not put on the school calendar at the meeting will not be authorized.
- Monies raised will be applied to the Senior Mission Trip and Graduation Reception. All monies applied will be approved by administration only.
- Any balances left over will be charged to seniors before graduation.
- The Senior Parent Chairperson(s) will keep records of participation in fundraisers. If you are unable to participate in at least half of the fundraisers, your child's account will be charged for the mission trip.
- An end of the year Senior Dinner will be planned by administration and posted on the yearly calendar.

GRADUATION

Seating for Parents and Family Graduation Night

1. The school will be responsible for assigning seats for each senior parents/family.
2. Each senior family will be assigned one row.
 - a. The rows will be decided by a drawing for the section/row each senior family will receive, managed by administration.
3. All other seating for family will be first come, first serve. Seats cannot be "saved."
4. Doors to the Worship Center will be locked on the day of graduation until a designated time.
5. Parents and family of graduates will not assign their own seats.
6. Any questions or concerns will be addressed by the administration.

Commencement, Graduation Reception, Dividers/Tables

1. The Commencement will be planned by administration.
2. The Graduation Reception will be planned by administration and hosted by Junior Class.
3. Each senior will be assigned a Divider/Table by **alphabetical order**.
4. Each senior may use half of a divider, and half of a table. (Dividers are based on availability)
5. Each senior's items must stay within their half of the divider and half of their table.
6. Administration will set the time for set-up of dividers/tables.
7. No hooks or brackets may be used that will interfere with the use of the divider on the opposite side.

Caps, Gowns, Invitations, etc.

These items are traditionally ordered through Balfour. The representative will come in the fall and explain the items available and the ordering process. Students will take the information home to talk with parents. The sales rep usually returns in about two weeks to collect order forms. A cash or credit card deposit (usually \$80) is required at that time. Items such as t-shirts, sweats, etc. are delivered soon after the initial order. The balance is due in the spring when invitations, caps, and gowns are delivered. The senior class and administration will

work together to choose the class scripture, song, colors, flower, and motto. The school office will post dates that the Balfour representative will come to the school.

Graduation Fees

Graduation fees will be assessed to each senior as needed. These fees cover any graduation costs not covered by fundraising. These costs include, but are not limited to: speaker, diplomas, diploma cases, printing, flowers, etc. Honor students will be charged separately for honor stoles, ropes, etc.

Graduation Practice

There will be a mandatory graduation practice for seniors (normally the day before graduation at 10:00 a.m.). Seniors must be prompt and properly dressed. If girls are wearing heels, it is best to wear at practice, so that they can get the feel of walking up and down stairs, and across the stage.

GRADUATION REQUIREMENTS

All high school students will be taking the Foundations degree plan and will be eligible for either STEM or Business and Technology Endorsement. They can also earn Performance Acknowledgement. With written approval, only 4 credits may be earned by correspondence, summer school, extended study, or night school in cases of credit deficiency. Any exception must be approved by the administrator prior to enrollment in the course.

Students enrolled at CCS are expected to complete work offered by CCS. Only four (4) of the 30 credits may be earned by correspondence, summer school, extended study, night school, co-enrollment, etc. These must be pre-approved by the school administration.

CCS offers the Foundations Graduation plan with both STEM and Business & Technology Endorsements with Endorsements in either STEM or Business & Technology.

If a student is deficient in credits, the student may need to obtain credit from an approved outside source. Due to scheduling, the deficient class may not be available to retake. Students who are deficient in credits may not be eligible to receive an endorsement.

All accounts must be paid in full prior to graduation ceremony.

Graduation requirements are as follows:

English Language Arts	4.0 credits	English I, English II, English III, English IV
Mathematics	4.0 credits	Algebra I, Geometry, Algebra II, Advanced Math
Science	4.0 credits	Biology, IPC or an advanced science course, any (2) advanced science courses
Social Studies	4.0 credits	World History, World Geography, U.S. History, U.S. Government (.5 credit), Economics (.5 credit)
Physical Education	1.0 credit	
Foreign Language	2.0 credits	Spanish I, Spanish II
Fine Arts	1.0 credit	(Digital Art, Digital Media)
Electives	8.0 credits	(4) Bible, (1) SAT Prep, (3) Technology
Total	28 credits	

STEM Endorsement

Students may earn an endorsement by successfully completing:

- Curriculum requirements for the endorsement
- Four credits in mathematics (including Algebra II & higher mathematics)
- Four credits in science (including Physics & Chemistry)
- Two additional elective credits

Business & Technology Endorsement

Students may earn an endorsement by successfully completing:

- Curriculum requirements for the endorsement
- Four credits in mathematics
- Four credits in science
- Five technology elective credits

Performance Acknowledgment

Students may earn Performance Acknowledgment by the following:

For outstanding performance:

- In a dual credit course
- In bilingualism and biliteracy
- On an AP test or IB exam
- On the PSAT, the ACT- Plan, the SAT, or the ACT

For earning a nationally or internationally recognized business or industry certification or license.

All accounts must be paid in full prior to graduation ceremony.

HONORS COURSES

CCS offers the following honors courses: Physics. Honors courses are given additional grade points. Honors courses not offered by CCS must meet CCS approval. (Some classes may not be available due to an inadequate number of students able to take the class.)

VALEDICTORIAN AND SALUTATORIAN SELECTION

The Valedictorian and Salutatorian are those members of the senior class who have the respective highest grade point average (GPA) for the four years of their high school work. In the case of co-valedictorians, a salutatorian will not be selected.

In order to be a candidate for Valedictorian and Salutatorian, a student must meet the following criteria:

1. Valedictorian – must be enrolled at CCS for at least five semesters (2 ½ years) and have the highest grade point average (GPA). The numerical average must be 95 or above.
2. Salutatorian – must be enrolled at CCS for at least five semesters (2 ½ years) and have the second highest GPA. The numerical average must be 93 or above.
3. In the event that the highest ranking student does not meet the minimum enrollment requirements to be named Valedictorian, they will be designated as Highest Ranking Graduate. According to **state requirements**, the Highest Ranking Graduate is the student who receives the tuition waiver for their freshman year of college in the state of Texas.
4. If there is no Valedictorian, a highest ranking student will be recognized. The numerical average must be 90 or above.
5. GPA and class rank – calculated in compliance with state procedures at mid-point of last reporting period; necessary for scholarships, awards, etc.
6. In case of a tie – 100 point scale will be used to determine an average with 10 points added to each honors class grade.
7. Honors classes – 1.0 added to each grade point.
8. Honors classes not offered at CCS are not counted as honors when transferred.
9. Must be eligible to graduate with an Endorsement diploma.
10. Valedictorian and Salutatorian will agree to give a **formal speech** at graduation. This speech must be approved by administration on week before graduation.

GRADE POINT AVERAGE POLICY

GRADE POINT AVERAGE

Used for Transcripts

(Weighted)

A	90 – 100	4.0
B	80 – 89	3.0
C	75 – 79	2.0
D	70 – 74	1.0
F	Below 70	0

Used for Rank

(Weighted)

A	100	4.0
	97 – 99	3.8
	93 – 96	3.5
	90 – 92	3.3
B	89	3.0
	86 – 88	2.8
	83 – 85	2.5
	80 – 82	2.3
C	79 – 75	2.0
	70 – 74	1.0
F	Below 70	0

FINAL RANK WILL NOT BE RUN UNTIL THE MIDPOINT PROGRESS REPORT OF THE 4TH NINE WEEKS.

CHEATING/PLAGIARISM

Cheating and/or plagiarism will result in an automatic “0” and detention. The second offense will result in an automatic “0” and in-house suspension. The student will be in danger of losing credit for the subject, and in cases of a dual credit class, the loss of both high school and college credit.

Administration will have final say as to what constitutes cheating.

LEAVING CAMPUS

Students are not permitted to leave the campus during school hours without parent and school administration’s permission. Students **must** check with the school office personnel **before** signing out. A note is required **even if the student is 18 years old.**

SENIOR MISSION TRIP

Parents will be given written and/or email information as soon as the information is available. This information will include destination, cost, chaperones, dates, etc. There will be a senior parent meeting(s) specifically regarding the mission trip. Administration will designate when and where the mission trip will be. The senior mission trip is an important part of your senior year and is mandatory.